



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
January 6, 2010 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Mike Steenhout (Office of Financial Management); Jerry Handfield (State Archivist);

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management); Deborah Bahn (Digital Archives)

Records Officers/Guests: Andrea Watts (University of Washington); Lysa Homan Walker (Department of Labor and Industries); Tammy Lee (Department of Labor and Industries); Millie Brombacher (Department of Social and Health Services); Anita Wieland (Office of Financial Management); Pam Derrick (Department of Labor & Industries); Allison Kaech (Department of Labor & Industries); Doug Moore (Washington Horse Racing Commission); Jennifer Sciba (Board of Accountancy); Diane Bren (Board of Accountancy); Richard C. Sweeney (Board of Accountancy); Sherree Christiansen Hempstead (Department of Revenue); Patti Wilson (Department of Revenue); Chris Taylor (University of Washington); Linda Bures (Department of Fish & Wildlife); Bruce Clark (Department of Licensing); Stacii McKeon (Washington State Liquor Control Board).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:31 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve November 4, 2009 Minutes: Ryser called for a motion to approve the December 2, 2009 minutes; moved by Handfield, seconded by Ryser.

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve the agenda as submitted; moved by Handfield, seconded by Ryser.

Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

A. Announcements from the State Archivist

1. The year 2009 is a historic year. It has been 100 years since the law was passed regarding destruction of public records and a 10-year prison sentence. Recently, there was a judge, in one of our counties, ordered the destruction of records which were requested by an arbitrator.
2. Our Records Center has implemented new policies and procedures regarding the management of public records. Starting in January, all records, which have met their retention, will now be shredded. It will be budgeted as operating costs. The Records Center is preparing to take approximately 25,000 – 30,000 boxes from the Department of Social and Health Services.

3. The Washington State Archivist had a conversation with the new Archivist of the United States this week, in regards to electronic records archiving. He is interested in how Washington is doing this and the partnership Washington has with other states. Currently, the National Archives have spent a lot of money trying to get a system that works for the public. The National Archivist agreed to a 3 day meeting of technicians of Archives, records managers around the county who have knowledge of problems of programming and security issues surrounding electronic archives.
4. The Washington State Archivist met with the House of Representatives interns, and staff members regarding the new audio search the Washington State Archives has on their website. They are excited about the ability to search 40,000 cassette tapes online.
5. The Washington State Archivist met with his Deputy Attorney General and Perkins/Cooie law firm. There are still some people who are not aware that the Records Committees does have the authority to require preservation of records. The State Archivist explained the purpose of the Digital Archives was to be more efficient, and to save money so agencies wouldn't have to have their own archives.
6. McNeil Island Correctional facility photographs are now available online.
7. The Digital Archives reported marriage records from King County were searched over 4500 times. There are approximately over 5000 searches for marriage records per month.
8. The Tacoma News Tribune had an editorial on Sunday, on ways to save money regarding open government to access public records and suggested using the Digital Archives.

B. Update on Requests to Discontinue Records Series: Russell Wood provided the following statistics for the month of December. There were 26 submitted, 261 signed, leaving a backlog of 338.

III. OLD BUSINESS

A. 1. Tabled item from December 2, 2009 meeting

Department Of Agriculture Office 640 (Certification and Training) dated October 13, 2009

Action: Agency requested to withdraw submitted records series at this time.

Resolution: Motion carried.

IV. NEW BUSINESS

A. State Agency Unique Records Retention Schedules/Action Items for Committee Review/Approval

1. Board of Accountancy

Records Retention Schedule for Office 100 – Board of Accountancy, dated December 23, 2009

Action: Motion to approve: Steenhout, seconded by Handfield.

Resolution: Motion carried.

2. Department of Fish and Wildlife

Records Retention Schedule for Office 240 – Business Services Program, Licensing Division, dated November 20, 2009

Action: Motion to approve: Handfield, seconded by Ryser

Resolution: Motion carried.

Records Retention Schedule for Office 400 - Wildlife, dated November 23, 2009

Action: Motion to approve: Handfield, seconded by Ryser

Resolution: Motion carried.

Records Retention Schedule for Office 706 – Capital & Facilities Management/Engineering, dated December 10, 2009

Action: Motion to approve: Handfield, seconded by Steenhout

Resolution: Motion carried.

3. General Administration

Records Retention Schedule for Office 610 – Buildings and Grounds Visitor Services, dated November 20, 2009

Action: Motion to approve: Handfield, seconded by Ryser

Resolution: Motion carried.

4. Department of Labor & Industries

Records Retention Schedule for Office 530 – Insurance Services Division – Employer Services, dated November 12, 2009

Action: Motion to table page 1, records series "Employer Accounting Systems Enhancement (EASE) Adjustment Reports" in order to discuss with the Auditor, motion to approved pages 2-4; Handfield, seconded by Ryser

Resolution: Motion carried.

5. Department of Licensing

Records Retention Schedule for Office 440 – Prorate and Fuel Tax Services – MCFU Unit, dated December 1, 2009

Action: Motion to approve: Ryser, seconded by Handfield

Resolution: Motion carried.

6. Department of Revenue

Records Retention Schedule for Office 330 – Special Programs/Unclaimed Property, dated August 11, 2009

Action: Motion to table page 1, record series "Unclaimed Property Holder Report – Electronic" until audit is complete. Motion to approve page 2: Handfield, seconded by Steenhout

Resolution: Motion carried.

7. University of Washington

Records Retention Schedule for Office – Any Office, dated November 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 09/09 – Equipment Inventory Office, dated November 24, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 10/03 – Human Resources Operations, dated November 24, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 10/07 – Benefits, dated November 24, 2009

Action: Motion to approve: Ryser, seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 15/01/02 – Registrar's Office: Data Services, dated November 24, 2009

Action: Motion to table: Handfield, seconded by Ryser

Resolution: Motion carried

8. Washington State Liquor Control Board

Records Retention Schedule for Office 217 Wine/Beer Reporting, dated December 1, 2009

Action: Motion to approve Handfield, seconded by Ryser

Resolution: Motion carried.

9. Washington State University

Records Retention Schedule for Office WSU GS 02, dated November 18, 2009

Action: Motion to table in order for the University to determine if series is Archival or not; Handfield, seconded Steenhout.

Resolution: Motion carried.

V. OTHER BUSINESS

A. Department of Labor & Industries - Roles of the State Records Committee: Motion to table as Department of Labor & Industries was not present to discuss; Steenhout, seconded by Ryser

B. The Washington State Archivist announced the "Depression Sale" of the note cards showcasing images from the collections of the Washington State Archives, and those by Asahel Curtis.

VI. NEXT MEETING

When: February 3, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VII. ADJOURNMENT

Action: Motion to adjourn: Handfield, seconded by Steenhout.

Resolution: Meeting adjourned 3:15 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on January 6, 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser 2-3-10
Chair Signature Date